# 2013 DRY CLEANERS REGULATIONS & BEST MANAGEMENT PRACTICES SELF CERTIFICATION CHECKLIST

For Training Purposes Only - Do Not Submit Company Name: \_\_\_\_\_ EPA ID#: \_\_\_\_\_ Company Location Address: City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Company Contact: \_\_\_\_\_\_ Telephone: \_\_\_\_\_ Company Contact E-mail:\_\_\_\_\_\_ Hours of Operation: \_\_\_\_\_ Business Owner: \_\_\_\_\_ Owner Telephone: \_\_\_\_\_ The self-certification checklist is designed to help you understand the air quality and hazardous waste regulations as they apply to your facility and to help you stay in compliance from this point forward. After you have submitted the self-certification, any violations noted in follow up inspections will be considered to be more serious because you have certified that you are in compliance with the environmental regulations. *INSTRUCTIONS* Mark **YES** if you are in compliance. Mark NO if you are out of compliance. If you answer NO, write next to the question or attach an additional sheet of paper and tell us how you will return to compliance; indicate when you corrected or will correct the noncompliance issue(s). Α. **Air Pollution Control** If you have one or more perc dry cleaning machine, you should use the Colorado Perc Dry Cleaner Environmental Compliance Calendar mailed to you in January to help answer the following questions. If you do not have a copy of the calendar, you may request one from the SBAP by calling (303) 692-3175 or (303) 692-3148. List the make, model, air permit number and date of installation of each perc dry cleaning 1. machine. Make Model **Air Permit Number Date of Installation** YES NO N/A 2. Have you completed an Air Pollutant Emission Notice (APEN) for your Dry Cleaning Facility and obtain an Air Permit? (Refer to Page 3 or 9 in your Environmental Compliance Calendar). Is the air permit number marked on the dry cleaning unit? 3. Note: The air permit number is clearly identified on the gold-colored documents you received from the Air Pollution Control Division. (Refer to Page 3 or 9 in your Environmental Compliance Calendar). Do all of your machines have the emission controls required by the State 4. of Colorado e.g., a refrigerated condenser and/or a carbon absorber, if required? (Refer to Page 3 or 9 in your Environmental Compliance Calendar). Do you inspect your perc dry cleaning machine(s) at least bi-weekly 5. (every other week) for leaks?

(Refer to Page 3 or 9 in your Environmental Compliance Calendar).

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A.	Air Pollution Control	YES	NO	N/A
6.	Do you use an instrument such as a halogenated leak detector or similar device to find leaks at least once per month?  (Refer to Page 4 or 10 in your Environmental Compliance Calendar).			
7.	If you find a leak, are repairs to your dry cleaning machine(s) made as required and do you write down the repairs in your Dry Cleaner Environmental Compliance Calendar?  (Refer to Page 4 or 10 in your Environmental Compliance Calendar).			
8.	Do you write down in your Dry Cleaner Compliance Calendar the temperature of the refrigerated condenser during the cool down cycle <u>OR</u> the high and low pressure of the refrigeration system during the drying cycle at least once per week?  (Refer to Page 4 or 10 in your Environmental Compliance Calendar).			
9.	Do you keep a copy of the Operation and Maintenance Manual(s) for the dry cleaning equipment at your facility?  (Refer to Page 4 or 10 in your Environmental Compliance Calendar).			
10.	Do you follow the manufacturer's recommendations for operation of your dry cleaning machine(s)?  (Refer to Page 4 or 10 in your Environmental Compliance Calendar).			
11.	Do you write down in your Environmental Compliance Calendar how many gallons of perc you buy each month even if you don't buy any? (Note: If you don't buy any, you must record zero for that month). (Refer to Page 4 or 10 in your Environmental Compliance Calendar).			
12.	Do you keep receipts of how much perc you buy and keep them onsite for at least five years?  (Refer to Page 4 or 10 in your Environmental Compliance Calendar).			
13.	Do you write down each month in your Dry Cleaner Compliance Calendar the total gallons of perc you have purchased over the previous 12 months (not counting the month you are in)? (Refer to Page 4 or 10 in your Environmental Compliance Calendar).			
	How many gallons have you purchased in the last 12 months?			
14.	Is this quantity (in gallons per year) less than or equal to your air permit limit? (Refer to Page 4 or 10 in your Environmental Compliance Calendar).			
15.	Do you discharge your separator and vacuum water to an approved evaporation or misting device?  (Refer to Page 5 or 11 in your Environmental Compliance Calendar).			
	List Make & Model: Make: Model:			
16.	If you use an approved evaporation system, do you follow the manufacturer's recommendations for operation of the device and write down maintenance completed in your Environmental Compliance Calendar?  (Refer to Page 5 or 11 in your Environmental Compliance Calendar).			
17.	If you do not discharge your separator and vacuum water to an approved evaporation or misting device, do you make sure the container is in good condition, kept securely closed and labeled with the words, "Hazardous Waste", when not in use?			

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If you need more information before answering the hazardous waste questions in this checklist, line-by-line guidance is available in the Environmental Compliance Calendar or by calling Amy Williams, Hazardous Materials and Waste Management Division, at 303-692-3461.

NOTE: Typical hazardous wastes at dry cleaners include: muck, separator water, vacuum water, used filters and lint from the perc machines. Be aware that <u>NO</u> perc contaminated waste can be disposed of in the sewer, in storm drain or on the ground.

B.	Hazardous Waste	YES	NO	N/A
1.	Do you make sure that hazardous waste is not thrown away down the sink, toilet, or floor drains or outside on the ground, down a storm drain			
	or in the trash? (Refer to Page 6 or 12 in your Environmental Compliance Calendar).			
2.	Do you use a trucking company that is allowed to transport hazardous waste?  (Refer to Page 6 or 12 in your Environmental Compliance Calendar).			
3.	Do you keep all your shipping records, including hazardous waste manifests and land disposal restriction notifications for at least three years?  (Refer to Page 6 or 12 in your Environmental Compliance Calendar).			
4.	Do you make sure all of your hazardous waste is going to an approved disposal facility?  (Refer to Page 6 or 12 in your Environmental Compliance Calendar).			
5.	Are all of the containers you use to store hazardous waste in good condition (not rusted, dented, bulging or leaking)?  (Refer to Page 6 or 12 in your Environmental Compliance Calendar).			
6.	Are all of the containers you use to store hazardous waste kept closed and latched except when you are adding to or taking out waste? (Refer to Page 6 or 12 in your Environmental Compliance Calendar).			
7.	Are all of the containers you use to store hazardous waste labeled with the words "Hazardous Waste"?  (Refer to Page 7 or 13 in your Environmental Compliance Calendar).			
8.	Are all of the containers you use to store hazardous waste marked with the date when the first drop of hazardous waste is added to the container?  (Refer to Page 7 or 13 in your Environmental Compliance Calendar).			
9.	Do you have emergency response information posted by the phone? (Refer to Page 7 or 13 in your Environmental Compliance Calendar).			
10.	Does the emergency response information you have posted by the phone include the following: - locations of emergency equipment (like fire extinguishers and spill kits) - the name and phone number of the person at your shop who is the emergency response coordinator?			
	(Refer to Page 7 or 13 in your Environmental Compliance Calendar).			
11.	Does your local fire department know that you are a dry cleaning facility using perc?  (Refer to Page 7 or 13 in your Environmental Compliance Calendar).			
12.	Have you trained all of your employees on all of the matters on this checklist? If YES, you should document that they have been trained. (Refer to Page 7 or 13 in your Environmental Compliance Calendar).			

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В.	Hazardous Waste	YES	NO	N/A
13.	Do you ensure that muck, lint, filters, separator water and vacuum water are properly contained as hazardous waste and do not get onto floors, walls or other areas that might increase the possibility of a release to the environment?  (Refer to Page 7 or 13 in your Environmental Compliance Calendar).			
14.	Are you interested in learning more about the alternatives available to you to replace perc dry cleaning solvent in your shop? (Refer to Page 8 or 14 in your Environmental Compliance Calendar).			

This is the end of the Dry Cleaner Survey. We encourage you to complete this survey online, fill out the certification below, print a copy for your files, and then select the "Submit" button to submit your data to the Department. **Your certification is not complete until you SUBMIT your data and receive an email confirmation.** If you are completing this survey by hand, fill out the certification below; make a copy for your files, then mail the original completed form to the address below:

Amy Williams
Colorado Department of Public Health and Environment
HMWMD-B2
4300 Cherry Creek Drive South
enver, CO 80246-1530

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For the purposes of this form, the Colorado Department of Public Health and Environment accepts your typed name, title, and date as an electronic signature equivalent to your valid signature on a paper copy of the form. As such, this electronically completed form bears the same rights and responsibilities as a hand-signed form.

# I certify that: For Training Purposes Only - Do Not Submit 1. I have personally examined and am familiar with the information contained in this submittal; 2. The information contained in this submittal is, to the best of my knowledge, true, accurate and complete in all respects; 3. Systems to maintain compliance are in place at my facility and will be maintained from this point forward even if processes or operating procedures are changed and; 4. I am fully authorized to make this certification on behalf of this facility. I am aware that there are significant penalties including, but not limited to, possible fines and imprisonment for willfully submitting false, inaccurate or incomplete information. Facility Representative Title Date

If you have questions about how to fill out this checklist, what the regulations say you need to do or any other questions about your dry cleaning facility, call us at the phone numbers listed below or refer to your copy of the Environmental Compliance Calendar.

If you would like an email confirming that your completed form was received, please enter your email address:

Air Pollution Control Division, Small Business Assistance Program

Joni Canterbury (303) 692-3175 Christine Hoefler (303) 692-3148

Hazardous Materials Waste Management Division, Generator Assistance Program

Amy Williams (303) 692-3461 Derek Boer (303) 692-3329